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Approved For Release 2001/07/26 : CIA-RDP66B00560R000100020020-1

ADM-3

DD/S&T-1169-63

16 August 1963

**MEMORANDUM FOR: Assistant Director for Special Activities**

**SUBJECT : Monthly Professional Personnel Statistical Report**

1. With reference to the monthly statistical report of professional personnel in process, cancellations, EOD's, resignations, files reviewed, etc., which your Office has previously been furnishing direct to the Placement Branch/Personnel Operations Division/Office of Personnel, it is requested that hereafter the reports be submitted direct to the Executive Officer, DD/S&T within two working days following the last day of the month. The DD/S&T will furnish the Office of Personnel a combined statistical report for all the DD/S&T Offices.

2. A sample format for submitting the report is attached.

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**Executive Officer  
Deputy Director  
(Science & Technology)**

Attachment as stated

**Distribution:**

- Orig. & 1 - Addressee
- 1 - D/Pers. ATTN: C/POD
- 1 - [REDACTED]
- 1 - DD/S&T Personnel
- 1 - DD/S&T Subj
- 1 - DD/S&T Chrg

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